

# NEWSLETTER

## Alabama Junior College Association

VOLUME II  
NO. 3  
FEBRUARY  
1976

### EXECUTIVE COMMITTEE

Seth Hammett, Chairman  
President, AJCA

Dr. W. Byron Causey  
Vice President-  
President Elect

James F. Crabtree  
Treasurer

Sandra King  
Secretary

Joe Acker  
Parliamentarian

Joan Goree  
Publications Editor

Bill Osborn  
Past President

### COMMISSION CHAIRPEOPLE

Dr. Allan Naylor  
Administration &  
Business

Dr. Marilyn Beck  
Instruction &  
Curriculum

Gerald Waldrup  
Faculty

Curtis Thomasson  
Students

Linda Latimer  
Public Relations

### *President's Message*

It often appears to me that many organizations seem to be perpetually planning now to do something later. The problem is that sometimes it seems "later" never comes. I want to personally assure each of you that all of us on your Executive Committee are doing all we can to make sure your Association is not an organization of the type described above.

Plans are now being finalized for our annual convention that will be held at the Hyatt House in Birmingham on Thursday, April 15 and Friday, April 16. This will be a meaningful convention!

Many of you probably have a report form similar to the one we use here at Lurleen B. Wallace that must be filled out upon return from a meeting or convention. One of the questions on the form we use is, "What did you learn that will be of value to you and to this College?". I truly believe you will be glad to answer such a question after you have attended the A. J. C. A. 1976 Convention.

The format for the convention this year calls for addresses to general sessions by Dr. James O. Hammons, Dr. Lewis Bender, and Dr. Johnnie Ruth Clark. Thirty-three separate interest groups will also be meeting during this two-day convention. All interest group chairmen have finalized plans for their programs and will be utilizing from \$50.00 to \$150.00 in A. J. C. A. budget allocations for their programs.

(....continued)

Martha Markus  
Supportive  
Personnel

John White  
Learning Resources



## *Editor's Notes*

It is sincerely hoped you will read this issue of the Newsletter in its entirety. Information regarding the Annual Convention of A. J. C. A. is included and, something of great concern to each member of the association, the inclusion of the amendments to our associational constitution.

A registration form and a reservation blank is also provided for your use in securing your place at the banquet and reservation at the Hyatt House. Make sure you submit these forms to the proper persons as soon as possible (convention registration form should be sent to Sandra King and reservation form for Hyatt House should be sent to Reservations Department at the Hyatt House).

I look forward to seeing you at the convention!

### *A. J. C. A. Members Urged to Join A. E. A.*

Many of you will recall the letter written by Dr. Paul Hubbard, Executive Secretary of the Alabama Education Association, endorsing a \$29.5m appropriation for Alabama's Public Junior Colleges. Dr. Hubbard vigorously followed-up this letter of endorsement with constant and continuous efforts in our behalf by making certain that all State Legislators realized the very real and pressing needs of Junior Colleges.

As President of your Association, I promised Dr. Hubbard that his assistance in our behalf would be rewarded by a substantial increase in the number of Junior College employees who become active in the A. E. A. I hope that you will help me to deliver on this promise to Dr. Hubbard by continuing (or initiating) support for the Association that was so instrumental in securing the level of funding that was achieved for this fiscal year.

The Alabama Education Association supported us; I hope that you will do the same for the A. E. A.

(President's Message...continued)

Dr. Wayne Teague, newly appointed State Superintendent of Education, will discuss the role, functions, and future of Alabama Junior Colleges during his appearance as the featured banquet speaker. Arrangements have also been made for entertainment and dancing on the evening of April 15.

The convention this year can and will be successful if the majority of you lend your support. Please make your plans now to participate in your Association's Convention in Birmingham in April.



## Dr. James O. Hammons to Address

### A. J. C. A. '76 Convention

The opening session of the Alabama Junior College Association 1976 Convention will feature Dr. James Hammons of Pennsylvania State University. He is a staff member of the Center for the Study of Higher Education at Penn State. He has worked, spoken or served as a consultant on sixty two-year and four-year college campuses throughout the United States and Canada. He has published numerous articles and is presently writing a book dealing with case studies of successful faculty innovations in instruction. Dr. Hammon's present interests are staff and organizational development, instructional improvement, and the change process.

Prior to joining the center staff he was a guest lecturer at North Carolina State University and Duke University and a Program Associate of the Junior and Community College Division of the National Laboratory for Higher Education. At the Lab he had major responsibilities for developing training materials and conducting training for faculty members, administrators and educational development officers in community colleges.

Try to be at the opening general session of the A. J. C. A. '76 Convention, April 15 at 1:30 p.m.

Hear Ye!  
Hear Ye!



The

Alabama Junior College  
Association

will meet on

April 15-16, 1976

at the

Hyatt House in

BIRMINGHAM, ALABAMA

for the

1976 CONVENTION

SESSIONS FOR ART EDUCATORS.....The sessions planned especially for the art educators have something of interest for all of you. The films are curricular tools individually made for various subject areas.

April 15 Folk Art in the Junior College

3:00-3:30 Presentation: "Southern Appalachian Folk Arts Program" by Loren Koslowsky, Director

3:30-4:00 Movies: Titles from the Rental-Purchase Library from the Center of Southern Folklore, Memphis, Tennessee by Martha Robertson, Loren Koslowsky, Arthur Bond

April 16 Films and Film Making in the Junior College



10:00-10:45 Movies, Original and Creative Education Films:  
New Titles, Competition Winners by Loren Koslowsky

11:00-11:30 Presentations: "Horizons '76 Film Competition Program"  
by Arthur Bond, Director

11:30-12:00 Panel Discussion  
noon Martha Robertson, Moderator

#### SCIENCE INTEREST GROUP PROGRAM

April 15 3:00 - 4:30 Special Interest Group Meetings\*

Discipline Group I: Biological Sciences

Speaker: Dr. Wayne Finley, University of Alabama, Birmingham  
Topic: "Genetic Technology and Counseling"

Discipline Group II: Physical Sciences (Chemistry, Physics,  
Physical Science)

Speaker: Mr. Ed Luttgies, University of Alabama, Huntsville  
Topic: "Solar Energy"

Discipline Group III: Engineering and Technologies\*\*

\*These interest group sessions, except Group III involves a presentation by a speaker, followed by a general question and answer session, along with an informal discussion in the form of a workshop format.

\*\*No definite program or speaker arranged, due to strong uncertainty of adequate attendance. A small meeting room may be designated for this group, if enough present to require a room. If not, this group could attend either Group I or II.

April 16 10:30-11:25 Discipline Group Interaction Sessions\*

Discipline Group I: Biological Sciences

Discipline Group II: Physical Sciences

Discipline Group III: Engineering Technologies

\*During these sessions, the division chairman from each of the represented Junior Colleges will give a 5 minute talk on the programs, methodology, and course offerings in their respective areas at their institution.

11:25-12:00 Business Session Involving All Three Groups of the  
noon Science Area

1. Election of new officers
2. Discussion of a workshop during the year, and exploring Federal Funding of such a meeting.

You have just read two programs which have been outlined for this years convention. There are many more planned and one of them is for YOU! Make sure you are there in order that you may gain, as well as share information with those in your interest area.



1976 Convention  
Alabama Junior College Association  
April 15-16  
Hyatt House  
Birmingham, Alabama

Wednesday, April 14

2:00 p.m.

1975-76 Executive Committee

Thursday, April 15

10:00 a.m. - 1:30 p.m.

Registration

10:00 a.m. - 1:30 p.m.

Exhibits

1:30 - 2:30 p.m.

SESSION I

Presider: Dr. Marilyn Beck

Speaker: Dr. James O. Hammons

Staff Member

Center for the Study of Higher Education  
Pennsylvania State University

3:00 - 4:00 p.m.

INTEREST GROUPS

4:00 - 4:30 p.m.

Coffee

4:30 - 5:30 p.m.

SESSION II

Presider: Dr. Byron Causey

Speaker: Dr. Louis W. Bender

Director of the State and Regional  
Higher Education Center and  
Professor of Higher Education  
Florida State University

5:30 - 7:30 p.m.

Exhibits

6:30 - 7:30 p.m.

ATTITUDE ADJUSTMENT HOUR (Cash Bar)

7:30 - 9:30 p.m.

BANQUET

Presider: Seth Hammett

Speaker:

10:00 p.m. - 1:00 a.m.

Dance

Friday, April 16

8:00 - 9:00 a.m.

Late Registration, Exhibits

SESSION III

Presider: Bill Carr

Speaker: Dr. Johnnie Ruth Clark

Associate Dean of Academic Affairs  
St. Petersburg Junior College  
St. Petersburg, Florida

10:00 - 10:30 a.m.

Coffee, Exhibits

10:30 - 12:00 noon

INTEREST GROUPS

12:00 - 1:00 p.m.

Lunch, Exhibits

1:00 - 2:00 p.m.

DELEGATE ASSEMBLY

Presider: Dr. Byron Causey

Exhibits.

2:00 - 3:00 p.m.

BUSINESS SESSION

Presider: Seth Hammett

3:00 - 3:30 p.m.

NEW PRIMARY INTEREST GROUPS

3:30 - 4:00 p.m.

NEW COMMISSIONS

4:00 p.m.

Meeting of 1976-77 Executive Committee



MAKE YOUR PLANS NOW TO ATTEND THE A. J. C. A. ANNUAL CONVENTION. COMPLETE THE FORMS AND FORWARD THEM TO THE DESIGNATED PERSON OR PLACE.

(Clip and mail to Sandra King, Lurleen B. Wallace State Junior College,  
Andalusia, AL 36420 by April 5, 1976)

ALABAMA JUNIOR COLLEGE ASSOCIATION  
REGISTRATION FORM  
A. J. C. A. 1976 Convention, April 15-16

I plan to attend the 1976 A. J. C. A. Convention.

NAME \_\_\_\_\_

INSTITUTION \_\_\_\_\_

POSITION \_\_\_\_\_

PLEASE CHECK YOUR INTEREST GROUP:

|   |   |   |
|---|---|---|
| <input type="checkbox"/> Presidents           | <input type="checkbox"/> English            | <input type="checkbox"/> Music                |
| <input type="checkbox"/> Academic Deans       | <input type="checkbox"/> Math               | <input type="checkbox"/> Art                  |
| <input type="checkbox"/> Business Managers    | <input type="checkbox"/> Allied Health      | <input type="checkbox"/> Vocational Education |
| <input type="checkbox"/> Public Relations     | <input type="checkbox"/> Physical Education | <input type="checkbox"/> Foreign Languages    |
| <input type="checkbox"/> Student Personnel    | <input type="checkbox"/> Business           | <input type="checkbox"/> Speech               |
| <input type="checkbox"/> Learning Resources   | <input type="checkbox"/> Social Sciences    | <input type="checkbox"/> Science              |
| <input type="checkbox"/> Supportive Personnel |   |   |

☐ Attached is a check payable to Alabama Junior College Association in the amount of \$12.00 (includes registration and banquet)

BIRMINGHAM HYATT HOUSE  
OFFICIAL RESERVATION BLANK  
A. J. C. A. Convention, April 15-16

(To make hotel reservation for the 1976 Convention, Alabama Junior College Association please complete this form and mail to: Birmingham Hyatt House, 901 21st Street, North, Birmingham, AL 35203 — ATTENTION: Reservations Department)

NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

INSTITUTION \_\_\_\_\_

Will Arrive \_\_\_\_\_ at \_\_\_\_\_ . m.  
Date Time

Will Depart \_\_\_\_\_ at \_\_\_\_\_ . m.  
Date Time

\_\_\_\_\_ Number of Rooms \_\_\_\_\_ Number of Persons Per Room

NAMES OF PERSONS TO OCCUPY EACH ROOM \_\_\_\_\_

NOTE: Reservations will be held until 6:00 p.m. unless accompanied by deposit or company guarantee. Third person in room \$3.00. Children under 12 free when sharing room with adults. Rate subject to 6% tax.

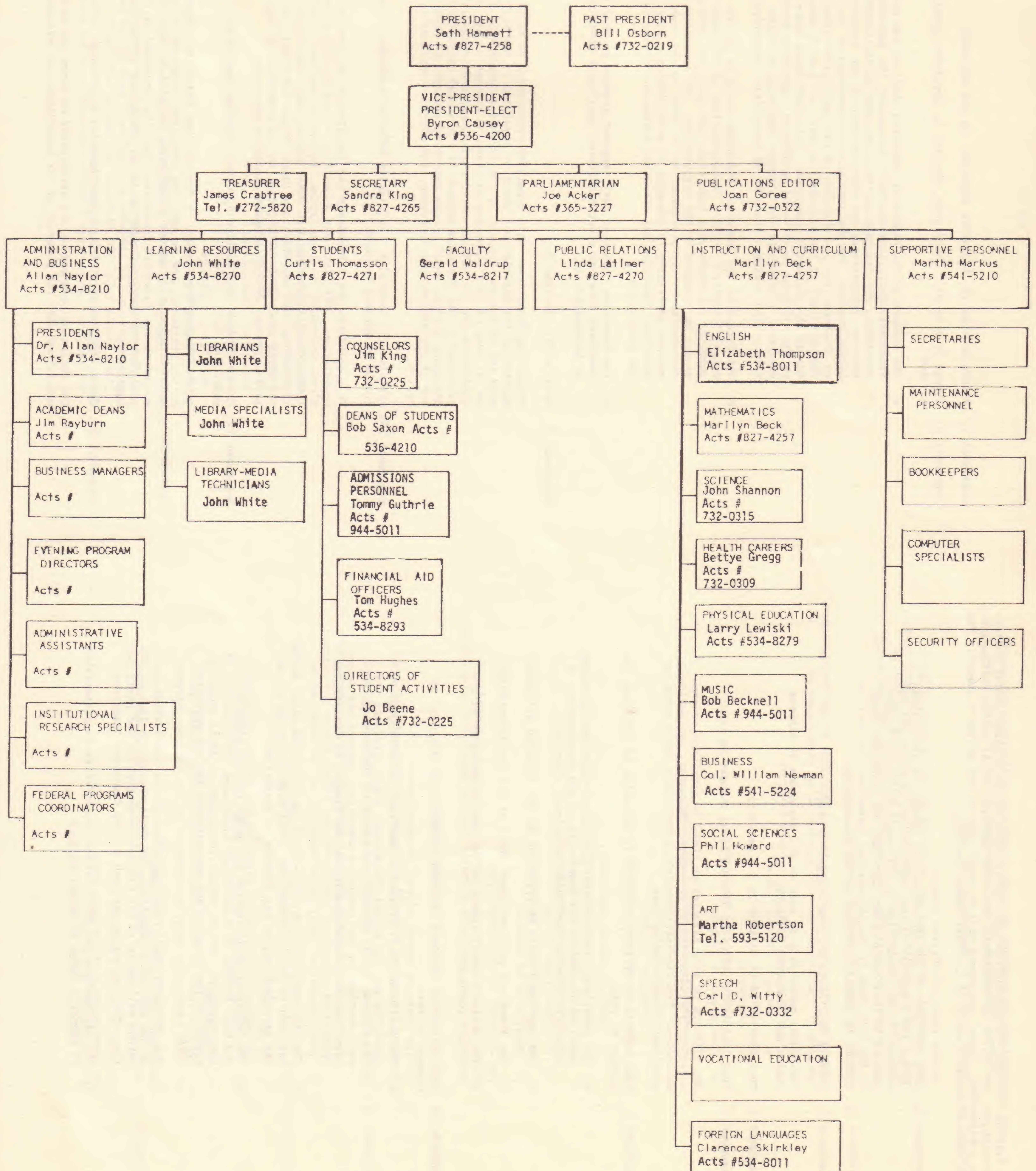
It is strongly recommended that where there will be more than one person to a room, only one person should submit the reservation form. Indicate at that time the number of persons and the names of each who are to occupy specific room(s).

|             |  |         |
|-------------|--|---------|
| ROOM RATES: | Single                                       | \$20.00 |
|             | Double (1 king or queen size bed, 2 persons) | \$24.00 |
|             | Twin (2 double beds, 2 persons)              | \$24.00 |
|             | Bedroom Suite (1 bedroom; sitting room)      | \$45.00 |



# ALABAMA JUNIOR COLLEGE ASSOCIATION

## ORGANIZATIONAL CHART





In keeping with the requirements of the Constitution of the Alabama Junior College Association, the following amendments have been approved by the Executive Committee for publication. These amendments will be voted upon by the delegate assembly and the Association as a whole at its next annual meeting.

Amendment 1. That the name of the Association be changed to the Alabama Junior and Community College Association, and that all references to the Association in the constitution and bylaws conform to this designation, and that the redundant usage of the full name of the Association throughout the text be reduced by simple reference as the Association.

Amendment 2. Article III, Section a, be changed to read:

Individual membership is open to all employees of Alabama Junior and Community Colleges.

Amendment 3. That Article IV be deleted in its entirety.

Amendment 4. That Article V, Officers, Section 1, be changed to read:

The officers of this Association shall be president, vice-president/president-elect, secretary, treasurer, and parliamentarian. The vice-president/president-elect shall serve as president in the ensuing year.

Amendment 5. That Article V, Officers, Section 2, Selection of Officers, be changed to read:

- a. The president, vice-president/president-elect and treasurer shall be elected by the membership of the Association. A majority of votes cast shall constitute election.
- b. The secretary shall be appointed by the incoming president.
- c. The immediate past president shall be the parliamentarian.
- d. The officers shall assume office upon adjournment of the annual convention.

Amendment 6. That Article V, Officers, Section 3, Duties of Officers, be changed to read:

- a. The president shall preside at meetings of the Executive Committee and the annual convention, shall represent the Association in all matters pertaining to the Association, call meetings of the Executive Committee, appoint the secretary, and authorize expenditure and payment of Association funds.
- b. The vice-president/president-elect shall perform those duties assigned by the president, and shall perform the duties of the president during his absence or disability.
- c. The treasurer shall receive all money for the Association and make payment of Association funds upon authorization of the president. At the annual convention he shall submit a report of the receipts and expenditures for the preceding year.
- d. The secretary shall record meetings of the Association and of the Executive Committee. He shall maintain a list of the entire membership in all classes of membership and shall perform other duties as assigned by the Executive Committee.
- e. The parliamentarian shall perform such duties as prescribed by Robert's Rules of Order, Revised.

Amendment 7. Delete Article VI, Executive Director, in its entirety.

Amendment 8. Change Article VII, Committees, Section 1, Executive Committee, to read:

- a. The members of the Executive Committee shall be the president, vice-president/president-elect, treasurer, the immediate past president, the chairman and vice-chairman of the Commission on Faculty, the chairman and vice-chairman of the Commission on Administration, the chairman and vice-chairman of the Commission on Students, and the chairman of the Legislative Affairs Committee. The secretary of the Association shall serve as a nonvoting member of the Executive Committee. The Chief State School Officer or his designee shall be an ex-officio, nonvoting member. The Executive Director of the Alabama Commission on Higher Education or his designee shall be an ex-officio, nonvoting member.
- b. The duties of the Executive Committee shall be to plan the annual convention, review recommendations of the Commissions, serve as the membership committee, and carry out such activities as may be assigned by the Association. The Executive Committee, represented by the president, shall refer to the Association all matters pertaining to changing or establishing policy. The Executive Committee may recommend action on matters referred to the Association.
- c. The Executive Committee shall appoint members to fill the unexpired terms of elected officers upon their resignation or incapacitation.

Amendment 9. Article VII, Section 2.

Nominating Committee. This committee (consisting of three or more members of the Association) shall be appointed by the president with the advice and consent of the Executive Committee. It shall be the duty of this committee to place in nomination one or more candidates for the offices of vice-president/president-elect and treasurer at the business session of the annual convention. The presiding officer shall always recognize nominations from the floor; and if any offices are contested, the election shall be by secret ballot.

Amendment 10. Article VII, Section 3, Legislative Affairs Committee, Item a, should be changed to read:

This committee shall represent the legislative interest of the Association. This includes submitting to the Executive Committee proposals for legislation, initiating desirable legislation, and cooperating with other educational commissions, departments, and organizations (such as AEA and ACHE), and the State Department of Education in the promotion of legislation for the welfare of post-secondary education.

Amendment 11. Change Article VII, Section 4, Other Standing Committees, to read:

Other Standing Committees. A Publications Committee, appointed by the president, and an Auditing Committee, composed of two persons employed at member institutions other than those represented on the Executive Committee, shall be appointed by the president to carry out such duties as designated by the Executive Committee.

Amendment 12. Change Article VIII, Commissions, Section 1, to read:

The following commissions are established to carry out activities consistent with the purposes of the Association as here prescribed:



- a. Commission on Faculty
- b. Commission on Administration
- c. Commission on Students

Amendment 13. Change Article VIII, Commissions, Section 2, Determination of Membership and Officers, to read:

- a. Each commission shall be composed of the elected chairman or president of each primary interest group within the commission.
- b. Each commission will elect a chairman and vice-chairman at the annual convention to assume office at the adjournment of the annual convention.

Amendment 14. Add to Article VIII, Commissions, Section 2:

- c. Each commission shall be responsible for the creation of procedural bylaws to facilitate the activities of the various primary and secondary interest groups within the commission.

Amendment 15. Change Article VIII, Commissions, Section 3, Part b, to read:

Coordination of the planning of the annual convention programs for the interest groups within the commission.

Amendment 16. Add an article entitled INTEREST GROUPS:

Section 1. The following primary interest groups are established within the commissions to carry out activities consistent with the purposes of the commissions:

- a. Commission on Faculty
  - 1. Social science faculty
  - 2. Humanities faculty
  - 3. Mathematics/Science faculty
  - 4. Career education faculty
  - 5. Learning resources faculty
  - 6. Faculty support personnel
- b. Commission on Administration
  - 1. Executive officers
  - 2. Academic officers
  - 3. Financial officers
  - 4. Administrative support personnel
- c. Commission on Students
  - 1. Student services executives
  - 2. Counselors
  - 3. Admission officers
  - 4. Financial aids officers
  - 5. Support personnel for student services

Section 2. Secondary interest groups may be established as deemed advisable and within the bylaw provisions of the commissions.

Amendment 17. Change Article IX, Finance, to read:

The Association shall have the authority to establish the annual individual and institutional dues. The Association invests in the Executive Committee full responsibility for establishing overall financial policy and for accepting gifts, grants, or other income from appropriate sources.

Amendment 18. Change Article X, Amendments, to read:

Proposed amendments shall be submitted in written form to the secretary by a member at least forty (40) days before the annual

convention. The secretary shall distribute such proposed changes in written form to all individual and institutional members at least thirty (30) days prior to the annual convention. These amendments must be approved by a majority vote of the membership of the Association assembled at the annual convention.

Amendment 19. Change the numbering and location of Articles to read as follows:

ARTICLE I. NAME  
ARTICLE II. PURPOSE  
ARTICLE III. MEMBERSHIP  
ARTICLE IV. OFFICERS  
ARTICLE V. COMMISSIONS  
ARTICLE VI. INTEREST GROUPS  
ARTICLE VII. COMMITTEES  
ARTICLE VIII. FINANCE  
ARTICLE IX. AMENDMENTS



Proposed Revised

CONSTITUTION AND BYLAWS  
ALABAMA JUNIOR AND COMMUNITY COLLEGE ASSOCIATION

ARTICLE I. NAME

The name of this organization will be the Alabama Junior and Community College Association.

ARTICLE II. PURPOSE

It shall be the purpose of the Association to promote development and advancement of junior and community college education in Alabama by:

- a. Promoting the best possible conditions for professional service;
- b. Encouraging professional growth;
- c. Improving articulation and cooperation with other levels of education;
- d. Identifying needs and problems of Alabama Junior and Community Colleges through research and similar activities and communicating these to appropriate agencies for action; and
- e. Providing communication about and among the Alabama Junior and Community Colleges.

ARTICLE III. MEMBERSHIP

Four classes of membership are established: Individual, Associate, Institutional and Affiliate.

- a. Individual membership is open to all employees of Alabama Junior and Community Colleges.
- b. Associate membership is open to individuals whose professional activities are closely related to the functions and purposes of Alabama Junior and Community Colleges, upon approval of the Executive Committee and the payment of annual membership dues.
- c. Institutional membership is open to Alabama Junior and Community Colleges upon payment of annual dues.
- d. Affiliate membership is open to organizations and institutions whose activities are recognized as being closely related to the functions and purposes of Alabama Junior and Community Colleges.

ARTICLE IV. OFFICERS

Section 1. Officers. The officers of this Association shall be president, vice-president/president-elect, secretary, treasurer, and parliamentarian. The vice-president/president elect shall serve as president in the ensuing year.

Section 2. Selection of Officers.

- a. The president, vice-president/president-elect and treasurer shall be elected by the membership of the Association. A majority of votes cast shall constitute election.
- b. The secretary shall be appointed by the incoming president.
- c. The immediate past president shall be the parliamentarian.
- d. The officers shall assume office upon adjournment of the annual convention.

Section 3. Duties of Officers.

- a. The president shall preside at meetings of the Executive Committee and the annual convention, shall represent the Association in all matters pertaining to the Association, call meetings of the Executive Committee, appoint the secretary, and authorize expenditure and payment of Association funds
- b. The vice-president/president-elect shall perform those duties assigned by the president, and shall perform the duties of the president during his absence or disability.
- c. The treasurer shall receive all money for the Association and make payment of Association funds upon authorization of the president. At the annual convention he shall submit a report of the receipts and expenditures for the preceding year.
- d. The secretary shall record meetings of the Association and of the Executive Committee. He shall maintain a list of the entire membership in all classes of membership and shall perform other duties as assigned by the Executive Committee.
- e. The parliamentarian shall perform such duties as prescribed by Robert's Rules of Order, Revised.

ARTICLE V. COMMISSIONS

Section 1. The following commissions are established to carry out activities consistent with the purposes of the Association as herein prescribed:

- a. Commission on Faculty
- b. Commission on Administration
- c. Commission on Students



Section 2. Determination of membership and officers:

- DR
- a. Each commission shall be composed of the elected chairman ~~of~~ president of each primary interest group within the commission.
  - b. Each commission will elect a chairman and vice-chairman at the annual convention to assume office at the adjournment of the annual convention.
  - c. Each commission shall be responsible for the creation of procedural bylaws to facilitate the activities of the various primary and secondary interest groups within the commission.

Section 3. Commission responsibility will include the following:

- a. Making recommendations to the Executive Committee within the commission's sphere of interest;
- b. Coordination of the planning of the annual convention programs for the interest groups within the commission;
- c. Articulation among Association members and between them and other educational institutions;
- d. Promotion and support of effective practices within the commission's sphere of interest.

ARTICLE VI. INTEREST GROUPS

Section 1. The following primary interest groups are established within the commissions to carry out activities consistent with the purposes of the commissions:

- a. Commission on Faculty
  1. Social science faculty
  2. Humanities faculty
  3. Mathematics/Science faculty
  4. Career education faculty
  5. Learning resources faculty
  6. Faculty support personnel
- b. Commission on Administration
  1. Executive officers
  2. Academic officers
  3. Financial officers
  4. Administrative support personnel

c. Commission on Students

1. Student services executives
2. Counselors
3. Admission officers
4. Financial aids officers
5. Support personnel for student services

Section 2. Secondary interest groups may be established as deemed advisable and within the bylaw provisions of the commissions.

ARTICLE VII. COMMITTEES

Section 1. Executive Committee.

- a. The members of the Executive Committee shall be the president, vice-president/president-elect, treasurer, the immediate past president, the chairman and vice-chairman of the Commission on Faculty, the chairman and vice-chairman of the Commission on Administration, the chairman and vice-chairman of the Commission on Students, and the chairman of the Legislative Affairs Committee. The secretary of the Association shall serve as a nonvoting member of the Executive Committee. The Chief State School Officer or his designee shall be an ex-officio, nonvoting member. The Executive Director of the Alabama Commission on Higher Education or his designee shall be an ex-officio, nonvoting member.
- b. The duties of the Executive Committee shall be to plan the annual convention, review recommendations of the Commissions, serve as the membership committee, and carry out such activities as may be assigned by the Association. The Executive Committee, represented by the president, shall refer to the Association all matters pertaining to changing or establishing policy. The Executive Committee may recommend action on matters referred to the Association.
- c. The Executive Committee shall appoint members to fill the unexpired terms of elected officers upon their resignation or incapacitation.

Section 2. Nominating Committee. This committee (consisting of three or more members of the Association) shall be appointed by the president with the advice and consent of the Executive Committee. It shall be the duty of this committee to place in nomination one or more candidates for the offices of vice-president/president-elect and treasurer at the business session of the annual convention. The presiding officer shall always recognize nominations from the floor; and if any offices are contested, the election shall be by secret ballot.



**Section 3. Legislative Affairs Committee.**

- a. This committee shall represent the legislative interest of the Association. This includes submitting to the Executive Committee proposals for legislation, initiating desirable legislation, and cooperating with other educational commissions, departments, and organizations (such as AEA and ACHE), and the State Department of Education in the promotion of legislation for the welfare of post-secondary education.
- b. Members of the committee shall be appointed by the Executive Committee.
- c. Appointments to this committee will be representative of the administrative and faculty segments.

**Section 4.** Other standing committees. A Publications Committee, appointed by the president, and an Auditing Committee, composed of two persons employed at member institutions other than those represented on the Executive Committee, shall be appointed by the president to carry out such duties as designated by the Executive Committee.

**Section 5.** Ad hoc committees may be appointed by the president.

**ARTICLE VIII. FINANCE**

The Association shall have the authority to establish the annual individual and institutional dues. The Association invests in the Executive Committee full responsibility for establishing overall financial policy and for accepting gifts, grants, or other income from appropriate sources.

**ARTICLE IX. AMENDMENTS**

Proposed amendments shall be submitted in written form to the secretary by a member at least forty (40) days before the annual convention. The secretary shall distribute such proposed changes in written form to all individual and institutional members at least thirty (30) days prior to the annual convention. These amendments must be approved by a majority vote of the membership of the Association assembled at the annual convention.